



Dean: Faculty of Health Sciences
INTloko: IFakalti yezeNzululwazi ngezeMpilo
Dekaan: Fakulteit Gesondheidswetenskappe
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02 July 2026

AD HOMINEM PROMOTION OF SCIENTIFIC AND TECHNICAL OFFICERS

Members of the Scientific and Technical staff in the Faculty of Health Sciences are invited to apply for ad hominem promotion if they are eligible to do so and can demonstrate that their work merits such recognition.

The procedures and guidelines for considering Scientific and Technical Officers for ad hominem promotion as agreed between the University and the Employees' Union are attached to guide you through the process.

To be eligible for consideration for ad hominem promotion:

- You must have worked in your current position for three full years by the date on which any promotion is implemented (normally 1 January of the year following the application). You may thus apply for promotion during the course of your third year of employment. Any candidate applying during the course of their third year must include a motivation for this in their cover letter.
- Permanent (GOB or non-GOB funded) SO/TO staff members are eligible to apply for promotion.
- Candidates that have failed to be promoted must wait for two years before they again become eligible for promotion and may thus apply for promotion during the course of the second year after a failed application. In exceptional circumstances the responsible DVC or committee may waive this on motivation from the relevant Dean.
- Achievements will only be considered and evaluated in services and support provided while at UCT.
- You must have performed consistently and excellently at a standard above the level of your current job. (*The Performance Standards Document provides guidelines of what can be expected at each Scientific Officer and Technical Officer rank*).
- If you wish to speak to someone about the timing of your application and whether the requirements are *likely* to be met, please contact your respective [HR Business Partner](#) to facilitate an engagement with an experienced advisor(s) by **Friday, 10 July 2026 or earlier**.

Such advice is not a guarantee of either the success or failure of an application, as the advisor will not have access to all of the information, nor will they have the input of the full Committee. Regardless of the advice, any member of staff who is qualified to do so, may submit their application to the Committee for full consideration.

Applications/nominations must include:

- Nomination letter by yourself / a senior staff member / the HOD. *(Fund holders who wish to nominate permanent staff who are funded by research/non-GOB funds, must note that additional costs must be borne by the source of funding)*. This motivation should clearly articulate the level of performance against the expectations of the position, and with specific reference to the candidate's performance over the past two performance evaluation cycles.
- Your motivation for, and evidence of, performance in the core functional areas as appropriate for your job. *(Please use the Performance Standards Document to guide you to expected standards/outputs for the incremental level to which you are applying. Complete and submit the relevant Performance Standards template as part of your application)*.
- The names and email addresses of up to three job-related referees, one of whom must be your HOD. *(Please ensure that your referees are aware of your application for ad hominem promotion and that you submit your CV and relevant documentation to them before they are contacted by the HR Department)*.
- An up-to-date CV which gives focus to the last few years or to those years since your last ad hominem promotion.
- Your current position description (completed on the latest HR191 form) reflecting current operational requirements of the section, signed by yourself and your HOD/Line Manager.
- Copies of your two most recent performance evaluations (HR210 and HR211 if applicable).

All documentation must be submitted in electronic (single PDF) copies.

Please submit all documentation in confidence to Feryal Adams, fhshrbp-fa@uct.ac.za by **Friday, 7 August 2026** or sooner. Incomplete or late applications cannot be considered. Applicants are responsible for ensuring that all required documentation is submitted by the closing date.

If you have any queries regarding the process, please contact your HRBP or Feryal Adams on telephone 021 406 6002, MS Teams or email feryal.adams@uct.ac.za

With Gratitude

A handwritten signature in black ink, reading "Lionel Green-Thompson". The signature is fluid and cursive, with the first name "Lionel" being more prominent and the last name "Green-Thompson" following in a similar style. The signature is positioned above a horizontal line.

Professor Lionel Green-Thompson

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